UNITED NATIONS **ST**

Secretariat

ST/IC/1995/80
21 November 1995

INFORMATION CIRCULAR

To: Members of the staff in the General Service and related categories

From: The Assistant Secretary-General for Human Resources Management

Subject: 1996 NATIONAL COMPETITIVE EXAMINATIONS*

1. The purpose of this circular is to inform staff members of the Secretariat of the modalities and conditions under which they may apply to take national competitive recruitment examinations at the P-2 and P-3 levels in 1996.

2. National competitive recruitment examinations will be held in January and July 1996 in various occupational groups in accordance with the needs of the Organization.

3. Staff members may apply to take these examinations if they meet the entrance qualifications established for nationals of the participating Member States, which have been established in accordance with mandates of the General Assembly.

4. Staff members in the General Service and related categories who wish to apply to take a P-2 national competitive examination should have obtained a first-level university degree directly relevant to the occupational group in which they wish to compete, have a satisfactory record of performance and be a national of a Member State which is currently unrepresented, underrepresented or below the mid-point of its range (see attached list).

5. On a trial basis, staff members in the General Service and related categories may apply for a P-3 national competitive examination provided they meet the following eligibility criteria: they should hold a Masters degree (or an equivalent degree) directly relevant to the occupational group in which they

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* Personnel Manual index No. 4363.

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wish to compete, have a satisfactory record of performance, have four (4) years of professional experience in a field directly relevant to the occupational group in which they wish to take the examination and be a national of a Member State which is currently unrepresented, underrepresented or below the mid-point of its range.

6. The January national examinations will be held in January 1996 in the following occupations: Administration (P-3), Demography (P-2), Economics (P-2/3), Finance (P-2/3), Legal (P-2/3), Library (P-2), Political Affairs (P-2/3), Public Information (P-2/3), Social Development (P-3) and Statistics (P-2/3).

7. Qualified staff members may apply by completing the attached form and forwarding it to: 1996 National Competitive Examination (Staff Members), Specialist Services Division/OHRM, Room S-2560, by 15 December 1995. The most recent performance evaluation report, as well as copies of all degrees, must be attached to the application.

UNITED NATIONS

APPLICATION FOR NATIONAL COMPETITIVE EXAMINATION FOR STAFF MEMBERS OF THE UNITED NATIONS SECRETARIAT ONLY

Section I: Personal data

Last name: _____
First name: _____
Gender: _____ Grade: _____
Department: _____
EOD date: _____
Date of birth: _____

Room No.: _____ Ext.: _____
Index No.: _____
Nationality: _____
Duty station: _____
Appointment: _____
Expiration date: _____

Section II: Type of examination

Occupational group: _____

P-2 level: _____
P-3 level: _____

Latest copy of performance evaluation report attached: _____
Period covered in performance evaluation report: _____
Copies of degrees attached: _____

Section III: Experience, United Nations and outside (indicating dates, and departments/institutions)
(For P-3 examination only)

This application should be signed and submitted by 15 December 1995 to the Specialist Services Division, Room S-2560.

Date: _____ Signature: _____

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LIST OF MEMBER STATES CURRENTLY UNREPRESENTED, UNDERREPRESENTED OR BELOW THE MID-POINT OF THEIR DESIRABLE RANGES

Albania
Andorra
Angola
Antigua and Barbuda
Armenia
Azerbaijan
Bahamas
Bahrain
Barbados
Belgium
Belize
Benin
Bhutan
Bolivia
Bosnia and Herzegovina
Botswana
Brazil
Brunei Darussalam
Cambodia
Canada
Cape Verde
Central African Republic
Chad
China
Colombia
Comoros
Congo
Costa Rica
Croatia
Cyprus
Czech Republic
Democratic People's Republic of Korea
Denmark
Djibouti
Dominica
Dominican Republic
Ecuador
El Salvador
Equatorial Guinea
Eritrea
Estonia
Fiji
Finland
France
Gabon
Georgia
Germany
Greece
Grenada
Guinea-Bissau
Haiti
Honduras
Hungary
Indonesia
Italy
Japan
Kazakstan
Kuwait
Kyrgyzstan
Lao People's Democratic Republic
Latvia
Lesotho
Libyan Arab Jamahiriya
Liechtenstein
Lithuania
Luxembourg
Maldives
Malta
Marshall Islands
Mauritania
Micronesia (Federated States of)
Monaco
Mongolia
Mozambique
Myanmar
Namibia
Niger
Norway
Oman
Palau
Panama
Papua New Guinea
Paraguay
Portugal
Qatar
Republic of Korea
Republic of Moldova
Romania
Russian Federation
Rwanda
Saint Kitts and Nevis
Saint Lucia
Saint Vincent and the Grenadines
Samoa
San Marino
Sao Tome and Principe
Saudi Arabia
Seychelles
Slovakia
Slovenia
Solomon Islands
South Africa
Spain
Suriname
Swaziland
Sweden
Tajikistan
The former Yugoslav Republic of Macedonia
Togo
Turkey
Turkmenistan
Ukraine
United Arab Emirates
United Kingdom of Great Britain and Northern Ireland
United States of America
Uzbekistan
Vanuatu
Venezuela
Viet Nam

UNITED NATIONS

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Secretariat

ST/IC/1995/81
27 November 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN THE PROFESSIONAL CATEGORY AND ABOVE

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, will be issued monthly to enhance transparency and enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/390 on placement and promotion, i.e. effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in October 1995.

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PLACEMENT AND PROMOTION

1 October to 31 October 1995

Name	Gender	Releasing Dept./Office	Receiving Dept./Office	Post level
PROMOTION				
Ericson, John	M	DAM/OHRM	DAM/OHRM	P-3
Fernandes, Mildred	F	DAM/OCSS	DAM/OCSS	P-3
Galkin, Nikolai	M	DPA	DPA	P-3
Issa, Adnan	M	DAM/OHRM	DAM/OHRM	P-3
Raskalei, Sergei	M	UNOG	UNOG	P-3
Rodrigues de Carvalho, Adriana	F	CHR	CHR	P-3
Tanmizi, Annie	F	DPCSD	DPKO	P-3
Bigwood-Ramsay, Louise	F	UNOG	UNOG	P-4
Bourloyannis-Vrailas, Christiane	F	OLA	OLA	P-4
Brooks, Janet	F	UNOG	UNOG	P-4
Cunningham, Anne	F	DPI	DPI	P-4
Dissin, Lena	F	DPI	DPI	P-4
El-Haj, Adel	M	UNOG	UNOG	P-4
Hu, Li-Ping	M	DAM/OCSS	DAM/OCSS	P-4
Likholetov, Igor	M	UNOG	UNOG	P-4
Sabet, Ibrahim	M	UNOG	UNOG	P-4
Slay, Mark	M	UNOG	UNOG	P-4
Williams, David	M	UNOG	UNOG	P-4
Bengzon, Cecilia	F	DAM/OPPBA	DAM/OPPBA	P-5
Bouvier, Bernard	M	UNOG	UNOG	P-5
Guerra, Nicanor	M	OIOS	OIOS	P-5
Lavrov, Mikhail	M	UNOG	UNOG	P-5
Lewis, Vivian	F	DAM/OCSS	DAM/OCSS	P-5
Lin, Lih-Jen	M	UNOG	UNOG	P-5
Martorani-Menjon, Nelida	F	UNOG	UNOG	P-5
Noya, Edgardo	M	ECLAC	ECLAC	P-5
Pallas, Jean-Claude	M	UNOG	UNOG	P-5
Shafaeddin, Sayed Mehdi	M	UNCTAD	UNCTAD	P-5
Sowinski, Mary	F	DAM/OPPBA	DAM/OPPBA	P-5
Al-Bassam, Sulafa	F	OIOS	RCNYO	D-1
Sach, Warren	M	ICSC	DAM/OPPBA	D-1
PLACEMENT				
*Jiang, Simon	M	UNJSPF	UNJSPF	P-5
TRANSFER				
Lloret Alcaniz, Marie Jose	F	UNOG	UNOG	P-2
Saint-Roch, Amine Latifa	F	ECA	UNOG	P-3

* The Secretary-General approved the placement of the staff member against the P-5 post at his present P-4 level.

UNITED
NATIONS

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Secretariat

ST/IC/1995/82
27 November 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN THE GENERAL SERVICE AND RELATED CATEGORIES

1. The purpose of the present information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, will be issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/390 on placement and promotion, i.e. effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in October 1995.

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PLACEMENT AND PROMOTION

1 October to 31 October 1995

Name	Gender	Releasing Dept./Office	Receiving Dept./Office	Post level
PROMOTION				
George, Plavelil	M	DAM/OCSS	DAM/OCSS	TC-6
Lynch, Ewert	M	DAM/OCSS	DAM/OCSS	TC-6
Monte, Severio	M	DAM/OCSS	DAM/OCSS	TC-6
Brummell, Susan	F	DAM/OCSS	DAM/OCSS	G-5
Giordano, Louis	M	DAM/OCSS	DAM/OCSS	G-5
Prat-Mendoza, Maria	F	DPI	DPI	G-5
Torrente, Manuel	M	DAM/OCSS	DAM/OCSS	G-5
Alvarez, Juan Jose	M	DAM/OCSS	DAM/OCSS	G-6
Zhang, Li-Wen	F	DAM/OCSS	DAM/OCSS	G-6

UNITED
NATIONS

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Secretariat

ST/IC/1995/83
28 November 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: COMPETITIVE EXAMINATION FOR PROMOTION TO THE PROFESSIONAL CATEGORY OF STAFF MEMBERS FROM OTHER CATEGORIES

1. In accordance with administrative instruction ST/AI/406 of 31 July 1995 and its addendum of 31 October 1995, the following information is provided on the format and procedures for the competitive examination for promotion to the Professional category of staff members from other categories to be held from 25 January to 2 February 1996. As noted in that instruction, the following occupational groups have been selected:

(a) Administration, which covers work such as that of administrative officers, personnel officers, budget officers and project management officers;

(b) Electronic data-processing, which covers work such as that of programme analysts, system analysts and programmers;

(c) Finance, which covers work such as that of accountants, auditors and finance officers;

(d) Nursing, which covers work such as that of the head nurse at Headquarters;

(e) Political affairs, which covers work such as that of political affairs officers and liaison officers;

(f) Public information, which covers work such as that of information officers and press officers;

(g) Statistics, which covers work done by statisticians such as research, projections and compiling of data.

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A. Written examination

2. The written examination accounts for 80 per cent of the total number of points available for each occupational group and consists of two parts: a general paper (4 hours) and a specialized paper (4 hours) related to the occupational group concerned. An examination booklet will be distributed to the candidates at the beginning of each part of the written examinations. The examination must be written with dark blue or black pen only in the designated parts of each booklet.

3. The general paper comprises three sections with a total coefficient of 30 per cent:

(a) Section 1 will test candidates' ability to analyse a problem. This section consists of a text and questions based on the text. The time recommended for this section is 1 hour and 20 minutes and it has a coefficient of 10 per cent of the marks assigned to the examination;

(b) Section 2 consists of a text of a speech or a report. Candidates will be asked to summarize the text, reducing it to approximately one third of its length. The summary will be evaluated for comprehension, accuracy and clarity of thought. The time recommended for this section is 1 hour and 20 minutes and it has a coefficient of 10 per cent of the marks assigned to the examination;

(c) Section 3 deals with questions on international relations. Candidates may choose any 10 from the 12 questions offered. The time recommended for this section is 1 hour and 20 minutes and it has a coefficient of 10 per cent of the marks assigned to the examination.

4. The specialized paper, which tests substantive knowledge of the occupational group concerned, normally consists of 3 essay-type exercises and 10 short-answer-type questions. All essays and questions are mandatory. The total time recommended for this part is 4 hours and it has a coefficient of 50 per cent of the marks assigned to the examination.

5. As stated in paragraph 24 of administrative instruction ST/AI/406, candidates participating in the examination shall be permitted to take the examination in any of the working languages of the regional commissions, with due regard to the requirement of proficiency in one of the working languages of the Secretariat. In order to demonstrate such proficiency, all candidates will have to take section 2 (drafting test) in either English or French. Alternatively, candidates may elect to take the entire written examination (parts 1 and 2) in a working language of a commission other than English or French and sit for a special language test in either English or French. This test consists of two parts covering, respectively, reading and writing abilities. The duration of the test is 2 hours and 30 minutes. Candidates who have not demonstrated proficiency in one of the working languages of the Secretariat (English or French) in the special language test or in the drafting test will be considered as not having met the standard required in the examination.

6. The exact time of the examinations will be adjusted for each examination centre, taking into account the various time zones, and will be communicated to each candidate. Candidates should arrive at the examination room in each centre at least half an hour in advance of the scheduled starting time and have with them a United Nations identification document, their convocation letter and pens.

7. The written examinations will be held at the designated examination centres for the occupational groups mentioned in paragraph 1. The tentative schedule is as follows:

General paper	31 January 1996
Administration	30 January 1996
Electronic data-processing	25 January 1996
Finance	2 February 1996
Nursing	1 February 1996
Political affairs	1 February 1996
Public information	29 January 1996
Statistics	26 January 1996
Special language test	To be announced

The final schedule will be reflected in the convocation letters that will be sent to each candidate.

B. Oral examination

8. Candidates may be convoked for an oral examination in accordance with paragraph 14 (b) of administrative instruction ST/AI/406. Candidates serving at duty stations away from Headquarters will take this part of the examination either in New York or at another location, depending on circumstances. At locations away from Headquarters, the oral examination will be conducted by a board consisting of at least three members of the relevant board of examiners, including an ex officio member.

9. The oral examination is scheduled to be held in April-May 1996.

10. Candidates will take the oral examination either in English or French, the working languages of the Secretariat, in accordance with the preference stated in their original application. The oral examination accounts for 20 per cent of the total number of points available.

11. For all occupational groups, the standardized format of the oral examination will include a 5- to 10-minute presentation of a general nature on a topic broadly related to the occupational group concerned. Each candidate will draw two topics at random from a selection prepared in advance and choose one of the topics. The candidate will then have 15 minutes to prepare an oral presentation on the selected topic. Following the presentation, the Board of Examiners will have an opportunity to ask three questions for clarification or amplification of any of the points made by the candidate. After the presentation and related questions, the Board will ask seven other questions of a general nature also broadly related to the occupation.

12. The presentation and responses to the questions of the oral examination will be evaluated in accordance with a rating scale designed to assess the candidate's ability to comprehend topics and questions, to communicate with others and to present and illustrate with examples his or her views in a clear, logical and understandable way. In order to ensure consistency, the marking will be done separately by each member of the Board immediately after each oral examination and without relation to the grading of the written examination. For all occupational groups, the presentation will account for 45 per cent of the points assigned to the oral examination, the answers to the requests for clarification or amplification for 15 per cent and the answers to the 7 other questions for 40 per cent.

UNITED
NATIONS

ST

Secretariat

ST/IC/1995/84
30 November 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1996 COMPETITIVE EXAMINATION FOR FRENCH TRANSLATORS/PRÉCIS-WRITERS

1. A competitive examination for the recruitment of French translators/précis-writers will be held on 7 and 8 February 1996 in New York, Geneva, Vienna, Paris and other locations according to the number and location of qualified candidates convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for French translators/précis-writers at United Nations Headquarters in New York, and at other duty stations in Africa, Asia and Europe will be filled. Staff members who are successful in this examination and are selected for inclusion in the roster will be assigned to fill vacancies as they occur, on the recommendation of the Office of Conference and Support Services. Assignments are subject to rotation and translators/précis-writers may thereafter be called upon to serve at other duty stations according to the needs of the Organization. Translators/précis-writers are expected to serve a MINIMUM OF FIVE YEARS in a language post.

2. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements. Staff members from subsidiary organs, funds or programmes of the United Nations, as well as staff members whose service is limited to special missions, are considered outside candidates for the purpose of this examination. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out below in paragraphs 10 and 11.

3. Staff members of the Secretariat applying for the examination must:

(a) Have French as their main language; 1/

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(b) Have a perfect command of French and an excellent knowledge of English. They must also have an excellent knowledge of Arabic, Chinese, Russian or Spanish. Knowledge of additional, non-official languages and previous translation experience would be considered an asset. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages by attaching to their application a photocopy (not the original) of either a degree or certificate in the languages or a brief explanation of how they acquired their knowledge of the languages claimed;

(c) Hold a degree or an equivalent qualification from an institution of higher education at which French is the language of instruction.

4. The requirement for a degree or its equivalent mentioned in paragraph 3 (c) may be waived for staff members who had at least five years of continuous service with the Secretariat by 31 December 1989 and who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from an institution at which the language of instruction is French.

5. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. **THE BOARD'S DECISIONS ARE FINAL.**

6. The written examination will consist of five papers:

(a) Translation into French of a general text in English (three hours);

(b) Translation into French of a text to be chosen by the candidate from a total of eight texts, two in Arabic, two in Chinese, two in Russian and two in Spanish (two hours);

(c) Summary in French of a speech in English (two hours);

(d) Translation into French of two English texts to be chosen by the candidate from a total of five specialized texts (economic, legal, scientific, social and technical) (three hours);

(e) (Optional) Translation into French of one general text to be chosen by the candidate from a total of four texts, in Arabic, Chinese, Russian and Spanish (two hours). Candidates who write this optional paper must choose a language other than the language(s) which they chose in paper (b) of the examination.

7. The use of a dictionary or any other reference material is NOT permitted during the examination.

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8. On the basis of the results obtained in the written examination, the Board of Examiners will invite selected candidates to an interview, which will normally take place 10 to 12 weeks after the written component of the examination. The interview will consist in part of an oral translation, which the candidate will be asked to do after 30 minutes' preparation. In addition, the Board will interview each candidate to assess general knowledge, professional experience, knowledge of the United Nations, willingness to serve at any duty station and ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview SHOULD NOT assume that they will be assigned as a translator/ précis-writer.

9. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual results.

10. Staff members selected to fill vacancies will be assigned as French translators/précis-writers for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

11. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Office of Conference and Support Services and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their translation functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

12. French translators/précis-writers are called upon to translate into French from English and also from the other official languages of the United Nations (Arabic, Chinese, Russian and Spanish) and occasionally from other languages. They are also required to attend meetings of United Nations bodies and draft French summary records of the proceedings.

13. Upon completion of a training period, if necessary, translators/précis-writers will be required to work on word-processing or similar data-entry equipment.

14. Staff members applying for the examination should complete the attached form and submit it, NOT LATER THAN 2 January 1996, to:

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Competitive Examination for French Translators/Précis-writers
Specialist Services Division
Room S-2560
United Nations Secretariat
New York, NY 10017

Fax: (1-212) 963-3683

15. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their application to the Specialist Services Division through the chief administrative officer or director of the United Nations information centre of their respective duty stations before 2 January 1996, the deadline for receipt of applications in the Specialist Services Division.

16. Staff members may obtain copies of model examination papers from the Examinations and Tests Section, room S-2560, United Nations Secretariat New York, NY 10017. Staff members serving at the United Nations Office at Geneva may obtain such copies from the Training and Examinations Section, Villa Le Bocage, Office 4.

Notes

1/ "Main language" should be understood to be the language into which the candidate is best able to translate. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

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APPLICATION

1996 COMPETITIVE EXAMINATION FOR FRENCH TRANSLATORS/PRÉCIS-WRITERS 1/

INDEX NO. 2/ /_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

Category /_/_/ Level /_/_/

Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office 3/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken this examination before? Yes /_/ in 19 /_/_/ No /_/

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

If yes, which examination(s) _____

What is your main language? 4/ /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. Knowledge of other languages 5/

1. Courses taken at:

Language(s)	United Nations language programme (indicate highest level and date)	Other institution (name and location)

2. Indicate your ability in each of the languages mentioned above

Language	Read		Understand		Speak		Write	
	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

/...

B. Degree or equivalent or post-secondary educational qualifications

Name of institution (place and country)	Language of instruction	Attended from/to		Degree 6/ or equivalent	Main field of study
		Month/year	Month/year		

C. Secondary school qualifications

Name of institution (place and country)	Language of instruction	Attended from/to		Certificate or equivalent 6/	Main field of study
		Month/year	Month/year		

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____

Signature: _____

I have read information circular ST/IC/1995/84 and I understand that, if I am successful in the competitive examination for French translators/précis-writers and recommended for inclusion in the roster, my assignment as a French translator/précis-writer will be subject to my acceptance of the conditions of service indicated in paragraphs 10 and 11 of that circular.

Date: _____

Signature: _____

Notes

1/ Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications from establishments at which French is the language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications which are incomplete or do not include essential information or documentation will be returned to the staff member FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS in the Specialist Services Division. Extensions for receipt of applications will NOT be granted.

2/ Appears normally on your monthly salary statement and Personnel Action forms. If not, please contact your Executive Officer to obtain your number.

3/ E.g., Office of Conference and Support Services, ECE, UNCTAD, United Nations Office at Geneva, United Nations Office at Vienna.

4/ "Main language" should be understood to be the language into which the candidate is best able to translate. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

5/ Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) of information circular ST/IC/1995/84.

6/ Give exact name and title in original language. Do not translate or equate.

UNITED
NATIONS

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Secretariat

ST/IC/1995/85
1 December 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: OFFICIAL HOLIDAYS AND CLOSURE OF HEADQUARTERS BUILDINGS TO THE PUBLIC

1. In accordance with staff rule 101.3 (a), the official holiday for Christmas Day 1995 will be Monday, 25 December. For New Year's Day, it will be Monday, 1 January 1996. Pursuant to the same rule, the Secretary-General has designated Tuesday, 26 December 1995, as the ninth official holiday at Headquarters for 1995. Supervisors are requested to show flexibility, to the extent possible, in approving annual leave between 27 and 29 December 1995.

2. The United Nations Headquarters buildings will be closed to the public on 25 and 26 December 1995 and 1 January 1996. Furthermore, guided tours will be suspended on those days as well as on 24 and 31 December 1995.

3. As in previous years, staff members wishing to hold parties for Christmas may do so, subject to advance approval by the Office of the Assistant Secretary-General for Conference and Support Services. Parties will be authorized for 20, 21 and 22 December (Wednesday-Friday) and may not extend beyond 11 p.m. In the event that there are meetings being held on those days, parties that are to take place in areas adjacent to conference rooms may not commence before 6 p.m. Music will be permitted only once the meetings have adjourned. Small departments or offices may wish to hold joint parties in order to ease the demand for suitable areas.

4. Requests for approval to hold parties should be submitted to the Office of the Assistant Secretary-General for Conference and Support Services, room S-2727A, not later than 11 December 1995, indicating:

(a) Department, office or organization holding the party;

(b) Date and hours of the party;

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(c) Proposed location of the party;

(d) Approximate number of persons expected to attend as well as a guest list of those persons invited who are not holders of valid United Nations identification cards;

(e) Name of the senior official designated to assume full responsibility for the party;

(f) Type of party and facilities required.

5. Once approval has been granted by the Assistant Secretary-General for Conference and Support Services, if services for movers, electricians, audio technicians, etc., are required, they will be provided, subject to availability. Organizers will be charged the following rates as these services are performed by outside contractors:

	$
Provision of dance floor/raised platform	100
Electricians	60 a/
Audio technicians	65 a/

a/ Per hour.

6. Requests for the above services should be addressed to the Chief, Buildings Management Service, room S-2170A, extension 3.2214. Requests for catering services for parties should be made to the Banquet Director, Restaurant Associates, room S-414, extension 3.7098 or 3.7099 with a copy to the Chief, Commercial Activities Service, room DC2-0620.

7. Guests will be admitted only if accompanied by a staff member or holder of a valid United Nations identification card. Guests must be met at the visitors' entrance or at the Secretariat gate located on 43rd Street if entering after 5.45 p.m.

8. Staff members are reminded that inflammable decorations may not be used in the Headquarters buildings and that safety rules covering room exits and room capacity must be observed.